



Blatchington Mill School

AND SIXTH FORM COLLEGE

CONDITIONS GOVERNING THE LETTING OF SCHOOL SPORTS PITCHES

1 GENERAL CONDITIONS

- 1.1 Applications for the use of the School's premises must be made to the Facilities Manager of the School, and responsibility for their approval rests with the School Governors. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions.
- 1.2 Hirers will be informed at the time the application is approved of the charge for the use of the facilities required. Payment will be made in advance at the time when the letting is confirmed. Payments of lettings other than in advance will be agreed with the Site Manager. If there is any damage, or the need for a member of the School's Staff to work longer than expected after the letting, the Hirer will pay any subsequent costs involved.
- 1.3 The School reserves the right to cancel any lettings if the facilities are required for urgent, official or academic business. In these circumstances the Hirer will be reimbursed the hiring fee.
- 1.4 The school reserves the right to cancel any lettings or hire arrangement in the event that the Hirer does not comply with these conditions.
- 1.5 Any intention of the Hirer to cancel a letting must be notified to the Facilities Manager of the School at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, the hiring fee will not be refunded. Please note any cancellation will incur a 10% administration fee.
- 1.6 A member of the School's Facilities Team is normally expected to be in the vicinity throughout the course of the letting. No payment should be made to that member of staff on duty.
- 1.7 No alterations to the School premises, fixtures or fittings will be permitted; notices must only be fixed to boards provided.